



## Committee Terms of Reference

<b>Version number:</b>	1	<b>Author:</b>	Margaret Gould, Clerk
<b>Date adopted:</b>	13/03/2017	<b>Signatory:</b>	Sandra Larkins, Chairman
<b>Date this version approved by Council:</b>	13/03/2017	<b>Review due:</b>	Annually from date version approved by SPC – to left

### 1. Introduction

Committees, as outlined in this document, perform the statutory functions and powers of Speen Parish Council (SPC) on behalf of the council. They are appointed by and are solely responsible to SPC. These are committees of the full council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval. Legal responsibility for delegated committee activities resides with the full council.

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders and/or financial regulations which always remain the primary reference point. In the event of any inconsistencies between this, and the Speen Parish Council (SPC) Standing Orders / Financial regulations, the latter will always prevail.

### 2. Why does Speen Parish Council need committees?

Committees make full council operations more efficient. Full council can delegate specific duties, powers and responsibilities to smaller groups of councillors with special skills, knowledge and/or interest in that aspect of the council's statutory function and duty. Thus, a committee with fully delegated powers can make a decision without the need for full council to consider & debate minor items. In addition, a budget can be allocated to committee reducing the need for full council to approve relatively minor expenditures. Finally, some committees and sub-committees can include non-councillors, giving a wider perspective on matters and enhancing the skills available to the council.

### 3 Why do committees need these Terms of Reference?

These Terms of Reference define the long-term standing committees of the full council which have delegated to them statutory powers and duties. These statutory powers, duties and responsibilities are formally supported, agreed and delegated by full Council to committees / sub-committees via adoption of this document at a minuted full council meeting.

This document explains what committees have been appointed, why they are required and their structure (*i.e.* number of councillors, quorate, substitutes *etc*). Critically, this document details duties and the extent and limits of each committee's (and sub-committee) powers (see Appendices). Also, it confirms that SPC will continue following these Terms of Reference for committees and sub-committees for the forthcoming year until the next review date, which will ordinarily be the Parish Annual General meeting.

### 4. Membership

- 4.1 Members of a committee and sub-committee are not independent of the council. Their collective decision-making responsibilities are limited by these Terms of Reference.
- 4.2 The membership and quorum for each long-standing committee for decision-making purposes is detailed in Appendix 1.
- 4.3 Nomination of councillors to committees: Before the Parish Annual General Meeting, ideally in April, the Clerk will contact councillors individually in writing asking them which committees they



wish to sit on for the forthcoming year (the expectation is this will be three committees). The Clerk will collate answers and provide this information in writing to the Chair of Council in advance of the Parish Annual General Meeting. Numbers for each committee will be according to these Terms of Reference. In the event of numbers being in excess or insufficient to satisfy the requirements of these Terms of Reference, the Chair will explain the situation at the Parish Annual General Meeting and invite councillors to adjust their committee preferences so that the committees are balanced and can work effectively. In the event that the committees cannot be established according to these Terms of Reference, then the full council retains the power to dissolve any committee and adopt the workload back into the full council.

- 4.4 Appointment of the long-standing committees, and members thereof, will be confirmed every year at the Parish Annual General meeting. At that meeting, full council may decide to alter or dissolve the committee as required. In addition, full council may vote, at any time, to modify a committee's powers.
- 4.5 Each committee will elect a Chairman & Vice-Chairman. These will be re-elected each year at the first committee meeting following the Parish Annual General meeting.
- 4.6 Sub-committees: Some committees will have sub-committees made up of councillors from the parent committee. Sub-committee powers and duties cannot exceed those of the parent committee. Committees must seek full council approval to establish Working Parties or sub-committees. These may be simply advisory and with no statutory powers or duties, with the exception of the HR sub-committee. The purpose of advisory committee/sub-committee (also known as a Working Party) is to research, consider and report back to the parent committee or council with a view to influencing the decision-making of the appointing body. Advisory committees / sub-committees are not long-standing.
- 4.7 All councillors are welcome to attend committee meetings (with the exception of the HR sub-committee). Councillors not members of the committee have the same rights as the public and without a vote. They may contribute only at the discretion of the Chairman.
- 4.8 The Chairman & Vice Chairman of the Council will automatically be members of all committees and have full voting rights (*i.e. ex officio* members).
- 4.9 A Chairman and Vice-Chairman of the committee should serve no more than three consecutive years. To ensure an informed 'hand-over' when a new committee Chairman is elected, the outgoing Chairman will remain a member of the committee for a period of six months from the date of the meeting at which the new Chairman was elected, provided that the outgoing Chairman is still a member of the Parish Council.
- 4.10 Every member of the Council will be encouraged to serve on three Committees.
- 4.11 Councillors may join in-year. Any changes in membership of the committee after the Parish Annual General meeting shall be subject to approval at the next Full Council meeting.
- 4.12 Non-councillors: Some committees permit non-councillors to join, whilst others do not – see Appendix 1. Non-councillor participation in committees will be based on their capability to add to the skill set already within the council for the benefit of the Parish and its residents. Non-councillors will not be permitted to participate in proposals and thus, will have no voting rights, nor be able to propose or to move or second a motion.
- 4.13 Substitutes: A substitute councillor may be nominated to the committee or sub-committee to take the place of another councillor in the event that the ordinary member is unable to attend and *the meeting otherwise would be inquorate*. The member must inform the Clerk and Chairman of the Committee of the proposed substitution in advance of the committee meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. If a substitute member is summoned according to standing orders, then if the ordinary member also attends then the ordinary member cannot participate and will have no voting rights. A substitute may be called for one meeting only. In the event of a longer absence of a

committee member, in which a substitute has been nominated, the substitute will have a single term of office no longer than six months. At the end of that term, if the committee risks being inquorate without the substitute, then the full council may dissolve the committee and adopt the Committee Terms of Reference back into full council meetings.

- 4.14 Committees are authorised to appoint advisers as and when necessary to assist in its work only if expenditure falls within committee budgetary limits.

## 5 Conduct of Committee meetings

- 5.1 A calendar will be agreed at the annual council meeting. The frequency of meetings for committees will vary according to its function and responsibilities.
- 5.2 Extraordinary meetings can be called as required according to standing orders.
- 5.3 Papers: Wherever possible, meeting papers will be presented to councillors electronically, either by email or using a data-sharing platform e.g. Dropbox.
- 5.4 Rules of debate & interests: Standing orders will be followed for rules of debate and interests of members in contracts or other matters.
- 5.5 Exclusion of Press & Public: Meetings are public and convened and conducted in this respect according to standing orders. Exclusion of the press and public will not be exercised generally but will only take place by resolution, for a particular occasion, if publicity would prejudice the public interest by reason of the confidential nature of the business under discussion. Reasons for exclusion are in accordance with the Public Bodies (Admissions to Meetings) Act 1960: matters relating to employees, terms of tenders, proposals and counter-proposals in contract negotiations, preparation of legal cases, and disputes.
- 5.6 Quorate: All meetings must be quorate for decision-making purposes. A meeting cannot proceed if it is inquorate. In that instance, matters may be considered at the next full council meeting, an extraordinary committee meeting or the next meeting of the committee. Individual items should be deferred in instances one member has a pecuniary interest in the item and cannot vote, thus making the meeting inquorate.
- 5.7 Chairing: In the absence of the Chairman of the Committee, the following may chair the meeting in the following order of choice:
- Vice Chairman of the Committee
  - Chairman of the Council
  - Vice Chairman of the Council
  - Ordinary committee member
- 5.8 Minutes: Meetings will be minuted by the Clerk to the Council or a member of the committee to record the Committee's decisions. Recommendations or proposals for consideration at the next full council meeting will be readily identifiable. Minutes will be circulated to all Councillors for receipt at the next Full Council meeting, even if still in draft form. Full council has no role in approving minutes of fully delegated committees, only to receive these. The final approved minutes will be published on the SPC website.
- 5.9 Reports: A report may be written in addition to the Minutes where further explanation may be required for full council e.g. where recommendations are being made based on a complex set of considerations. Provision of a report in addition to Minutes should be the exception rather than the rule.
- 5.10 Complaints: Any complaint against a committee whilst performing its delegated statutory duties or powers will be treated as a complaint against the council, not the committee (or sub-committee or staff member). In this instance, the SPC Complaints policy will be followed.



**HR sub-committee of the F&GP committee:**

Due to the confidential nature of material covered in the HR sub-committee meetings, the following exceptions and special provisions shall apply:

- 5.11 Public will not be permitted to attend, nor will councillors, except the Chairman and Vice-Chairman of Council, and one other appointed from the F&GP, and formal substitutes. Formal substitutes must be pre-identified and available from within the F&GP committee members.
- 5.12 It is undesirable for HR meetings to be notifiable or accessible to the public and should be conducted without prior advance notification or right to attend a meeting.
- 5.13 It is expected that Press and Public will be excluded according to SPC Standing Orders. Confidentiality should be respected at all times since disclosure would breach the obligations of the council under the Data Protection Act 1998.
- 5.14 Wherever possible, meeting papers will be presented to councillors electronically, either by email or using a **secure** data-sharing platform e.g. Dropbox. It is the responsibility of individual councillors to secure sensitive, personal data.
- 5.15 All matters will be dealt with and minuted confidentially. Meetings will be minuted by a member of the committee, unless proceedings do not pertain to the Clerk, in which case the clerk can take minutes. It is expected that these will be Part II Confidential Minutes and therefore not available for public scrutiny or accessible to the full council.

**6. References:**

'Local councils explained', A NALC publication by Meera Tharmarajah, 2013

**7. Authorisation of Policy on behalf of Full Council:**

The undersigned approves this policy on behalf of Speen Parish Council.

Signature:	
Name (print):	
Position:	Date: ___/___/___

Page approved by (initials) & date:
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**Appendix 1 – Structure of committees:**

Name of Committee	Number of councillors (N), membership (M), Quorate (Q), Substitute members (S) and term permitted:	Meetings held	Holds budget	Purpose (in summary – refer to individual Appendices below for detail)
Finances & General Purposes	N = minimum of 5 up to 7 maximum (Chairman, Vice-Chairman of council plus up to 5 others) M = Councillors only Q = 3 voting councillors S = 3, six month term only	At least quarterly, more often if required	Yes	Manage the Council’s financial resources and audit, and debate and recommend strategy and action on policy and matters concerned with Council’s finances, assets, resources and manpower. Oversee & manage council’s exposure to risk. Oversee compliance with relevant legislation, H&S, policies, standing orders, insurance, employment law etc. A sub-committee is appointed to manage HR. See Appendix 2
Human Resources sub-committee of F&GP	N = 3 (Chairman, Vice-Chairman of council plus one other drawn from F&GP) M = Councillors only Q = 3 voting councillors S = 2, six month term only <u>Special arrangements:</u> All additional members of F&GP held in reserve to act as substitute members if required for disciplinary matters / appeals.	At least annually, more often if required <u>Special arrangements:</u> Public notice of agenda and minutes are not to be issued. Press and public excluded. Councillors not on HR committee to be excluded.	No	Manage monitor, review and recommend on all matters relating to human resource, general employment issues or legislation Responsible for overseeing compliance with relevant employment legislation, policies, standing orders, Code of Conduct etc. See Appendix 2
Planning & Highways	N = 9 (Chairman & Vice-Chairman of council plus 7 others) M = Councillors only Q = 4 voting councillors S = 3, six month term only	Meets approximately monthly as required by planning application deadlines.	No	Respond to planning applications and matters on behalf of SPC. Planning matters are ruled by statute. Manage matters relating to roads and traffic within the parish. Liaise with relevant bodies regarding traffic related matters (e.g. speeding, traffic calming measures, & Speed Indicator Device use)



				Ensure adequate and effective provision of street lighting on areas within SPC responsibility. See Appendix 3
Communications & PR	<p>N = 5 (Chairman &amp; Vice-Chairman as <i>ex officio</i> members)</p> <p>M = Councillors and non-councillors. Maximum of 2 non-councillors.</p> <p>Q = 3 voting councillors</p> <p>S = 2, six month term only</p>	Quarterly, or more often as required	Yes	<p>Advise the Council on the content and style of its communications and the infrastructure within which these will be delivered.</p> <p>Ensure that there are clear, open and professional communications primarily between the Parish Council and the residents of the Parish but also with the groups, organisations and other bodies with whom SPC needs to relate.</p> <p>Infrastructure issues of email, web-site, e-sharing of documents and social media delivery. Communication, media and public relations. See Appendix 4</p>
Development	<p>N = 4 up to a maximum of 7 (Chairman &amp; Vice-Chairman as <i>ex officio</i> members plus up to 5 councillors)</p> <p>M = Councillors and non-councillors. Maximum of 4 non-councillors.</p> <p>Q=3 voting councillors</p> <p>S = 2 councillors, six month term only</p>	At least quarterly, more often if required	Yes	<p>Ensure the council assets, whether they are built, natural or historical, are best used and improved to enhance the parish for the benefit of Speen Parish residents.</p> <p>See Appendix 5</p>
Maintenance	<p>N = 6 up to a maximum of 9 (Chairman &amp; Vice-Chairman as <i>ex officio</i> members plus up to 7 councillors)</p> <p>M = Councillors and non-councillors. Maximum of 4 non-councillors.</p> <p>Q=3 voting councillors</p> <p>S = 2 councillors, six month term only</p>	Meet approximately monthly, ideally so can report to full council via Minutes.	Yes	<p>Maintain the Council's physical resources to the highest standard possible for the benefit of Speen Parish residents within budgetary and resource constraints.</p> <p>Ensure the safe operation of the council's assets, particularly the buildings, recreational &amp; play areas.</p> <p>Recommend strategy and action on policy and operational matters concerned with Council's physical assets to full council. See Appendix 6</p>



## Appendix 2a – Finance & General Purposes (including the HR sub-committee)

The F&GP Committee will have the following specific powers and duties some of which may be delegated to the HR sub-committee or Clerk, as appropriate:

### General financial, budgetary & audit:

- Annually review the Council's Financial Regulations to ensure adequate controls in place and being followed. Recommend to council.
- Follow SPC Financial Regulations at all times, noting especially powers relating to spending limits.
- Oversee and administer all financial aspects of council operations in a responsible and prudent way
- Appoint annually the Responsible Financial Officer to oversee the Council's financial affairs (normally the Clerk)
- Recommend to the Full Council such delegated powers to the Clerk as thought appropriate, especially those pertaining to expenditure.
- Recommend precepts to full Council and issue to West Berkshire District Council
- Receive individual committee annual budget proposals for inclusion in the forthcoming annual budget, consider and recommend to full Council.
- Delegate spending powers to standing committees by way of: an overall discretionary budget for each financial year, setting the budgetary limits for day to day item expenditure for each committee, allocating additional budgets in respect of specific projects as appropriate, allocate earmarked reserves.
- Review accounts for each committee, ensuring this is consistent with approved budgets and any income shortfalls or expenditure in excess of budgets will not compromise the Council's overall financial position.
- Appoint internal and external auditors and examine reports, ensuring that recommendations & shortcomings are addressed as soon as possible.
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner
- Authorise council's Annual Return & recommend to full council

### Risk management & compliance:

- Monitor the Council's exposure to risk and effect compliance with internal and external audit and other financial procedures, regulations and statutes.
- Review relevant risk assessments, policies and procedures for controlling risk on behalf of the council and recommend changes where necessary
- Ensure that adequate levels of insurance cover are in place, reviewing the schedule of cover annually on renewal
- Ensure compliance with all risk management activities required of the council, including legal and statutory obligations, such as Data Protection Act
- Seek advice as necessary to ensure that the Council is fully aware of its legal rights and obligations.

### Legal, contracts, capital items & tendering:

- Seek professional advice when necessary
- Prepare legal documents on behalf of SPC where the sale, disposal, acquisition or transfer of title of any land or buildings has been approved by full Council.
- Oversee annual agreements and charges associated with external organisations use of council facilities
- Ensure all external organisations & contractors have provided appropriate documentation, such as annual public liability insurances

### Grant administration:

- Seek sources of funding and apply for grants as appropriate in collaboration with committees
- Manage CiL monies, recommending to council as necessary
- Establish and effect a clear policy & procedure for s137 grant administration, including recommending total grant aid allocation

### Human Resource:

- Receive & review recommendations from the HR Sub-Committee regarding staff related financial matters and budget accordingly



- Oversee all policy matters relating to human resource within the council (delegated to an HR sub-committee), reviewing and recommending staffing policies & procedures to full Council

**The following powers are NOT delegated to the F&GP:**

The following are powers which reside with the full council and are not delegated to any Committee. The F&GP Committee is not empowered to make any financial decisions on behalf of the Parish Council with respect to the following:

- Determination of the Council's overall borrowing limit.
- Determination of the Council's short-term borrowing limit.
- Determination of the amount of interest payable by the Parish Council at rates variable by a lender or which are controlled by external factors.
- Issue of a precept.
- Final approval of the Council's overall budget and reserves policy.
- Approval of a lottery scheme.
- Amendment of the Council's financial regulations or standing orders.
- Authorisation of expenditure out of line with council standing orders

F&GP



### **Appendix 2b - Human Resource (HR) sub-committee of the Finance and General Purposes Committee:**

All items below are delegated to the F&GP committee by full council. These are then delegated to a Human Resource sub-committee at the discretion of the Chairman of Council. The HR sub-committee will work in consultation with the F&GP committee regarding items with financial implications.

The HR sub-committee will have the following specific powers and duties:

- Annual review of councillor Code of Conduct
- Establish and review performance management processes and conduct annual performance review of the Clerk, and other staff
- Perform annual salary reviews and make staffing related expenses proposals, subject to costs being within the Parish Council's total budget for staffing.
- Recruitment and appointment of Parish Council staff.
- Annual review of staffing structure, execution of revised or new employment contracts, including matters resulting in changes to employment terms and conditions
- Oversee staff training and development programmes as appropriate.
- Keep under review staff working conditions and H&S matters
- Appoint individual(s) to day-to-day manage staff, including administering leave requests, recording and monitoring absences
- Draft, implement, review, monitor and revise policies for staff
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner

The following should be dealt with by the Chairman and Vice-Chairman and one other pre-identified councillor only, with the remaining members of the HR sub-committee available to handle any appeals:

- Handle grievance and disciplinary matters and pay disputes.
- Manage any process leading to dismissal of Parish Council staff including redundancy.
- Monitor and address regular or sustained staff absence.
- Consider any appeal against a decision in respect of pay.
- Consider grievance or disciplinary matters (and any appeals)
- Any matters in connection with alleged councillor Code of Conduct breaches



### Appendix 3 - Planning and Highways:

The Planning and Highways Committee will have the following specific powers and duties some of which may be delegated to the Clerk, as appropriate:

#### Planning:

- Refer any planning item to full Council as and when necessary.
- All members should be fully aware of correct planning process & participate in relevant training, as required
- Consider all Planning Applications received from WBDC Planning Office by studying relevant plans, visiting relevant sites and considering any written comments received from members of the public and respond to WBDC in writing within the time limits imposed by WBDC, wherever possible
- Ensure that any considerations are based on planning criteria before deciding whether to submit comments or recommendations of support or objection
- Ensure careful scrutiny and monitoring regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area
- Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- Take note of WBDC Case Officer's reports and WBDC decision notices in respect of planning applications related to Speen Parish
- Identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission
- Monitor Tree Preservation Orders and to seek approval for further TPO's if deemed necessary
- Consider & respond to consultations and correspondence regarding planning, including the infrastructure of the parish, which may have an impact on the parish and to respond on the Parish Council's behalf as appropriate.
- Take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received
- Liaise with WBDC and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the Parish and environmental improvement schemes, which might have an impact on the parish.
- Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities
- Participate in Parish enhancement schemes and local conservation if authorised by full council to do so
- Wherever possible, to represent SPC at the Newbury Town Steering and Planning Authority's meetings to represent the Committee's views (in respect of controversial planning applications).
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner

References: 'How to Respond to Planning Applications', 'How to shape where you live' and 'Planning Explained' all published by Campaign for Rural England & NALC

#### Highways:

- Traffic: Consider and make representation to full council and relevant external bodies on traffic issues, speed limits and traffic calming measures
- Lighting: Provide and maintain lighting on Speen Lane



#### **Appendix 4 - Communications & PR:**

The Communications & PR Committee will have the following specific powers and duties, some of which may be delegated to the Clerk, as appropriate.

##### Communications infrastructure:

- Creating and updating a consistent corporate identity to be used on Parish Council publications and documentation
- The provision and updating of notice boards at specific locations to promote Parish Council meetings and initiatives.
- Managing the content of an e-noticeboard
- Making arrangements for the adequate provision and maintenance of the Parish Council's electronic profile including the mobile phone, email, website, social media accounts e.g. Facebook / Twitter
- Making arrangements for data storage and hosting opportunities for shared information and resources (e.g. Dropbox)
- Reviewing annually the arrangements and performance of all electronic platforms (email, website, social media, Dropbox data sharing *etc*) making sure that these continue to be satisfactory operationally and to be fit-for-purpose in an ever-changing modern media environment.
- Make arrangements for IT support for the Clerk as required

##### Policies:

- Develop policies and review these annually, or more often as required, and recommend these to Full council as follows:
- Media & PR policy
- Electronic communications policy

##### Communication, media and public relations

- Advertise use of assets, facilities and open spaces to residents.
- Producing, editing & organising distribution of the Council's newsletter – Speen Parish Scene
- Advise full council in all matters relating to media and public relations, defined as:
- Media: Press, TV, local radio, publications, etc.
- Public Relations: the relationship that SPC has with all groups in the local community such as residents, parishioners, business associations etc.
- Advise individual councillors as necessary on the public relations aspects of their roles and responsibilities and refer them to the appropriate policy
- To maintain good relationships with the media, local organisations such as schools and clubs, other parish councils, companies, grant bodies etc. as appropriate.
- Liaising with other organisations as appropriate with regard to communications
- Identify the Council's requirements for media publications
- Deal with any other communications issues as requested by the main Council.

##### Finance & budgetary:

- Follow SPC Financial Regulations at all times, noting especially powers relating to spending limits.
- Make committee budget proposals for inclusion in the forthcoming annual budget including any additional budget for special projects, or previously unforeseen expenditure
- Forward budget requests to the F&GP



- Report to full council on expenditure
- Manage the budget allocated in a responsible and prudent way, ensuring budget limits are adhered to at all times, both for the annual budget and for individual items of spending and bringing the potential for excess costs to the attention of Full council as required.
- Report on expenditure, as required by council and funders (full council at least quarterly, or more often as required).
- Source and apply for external funding for projects
- Ensure all expenditure is best value for money and manage the tendering, contract and purchasing arrangements fully in line with council Financial Regulations
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner

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## Appendix 5 – Development:

The Development Committee will have the following specific powers and duties, some of which may be delegated to the Clerk, as appropriate.

### Communications:

- Continually consider the varied needs and wishes of Speen Parishioners identifying areas of particular value or concern
- Liaise regularly and directly with current users, potential users and other local interest groups to ensure council assets are fit for purpose and used best for the benefit of all Speen Parish residents

### Development of assets

- Debate, report and recommend strategy and action on improvement and development of Council's physical assets to full council.
- Annual review of asset register, updating as required
- Annually prepare a 'wish-list' for asset development and identify priorities.
- Review the 'Village Design Statement' at least every three years
- Consider regularly the potential for development / improvement of existing assets to the benefit of all residents
- Ensure due consideration of parishioners views and ensure transparency throughout the planning and delivery process
- Ensure any development is not detrimental to assets
- Seek cost effective solutions to asset development that could actively involve volunteer groups, sponsorship etc. so reducing costs wherever possible
- Identify restraints & risks associated with asset development and ensure these are appropriately planned for and managed
- Apply for appropriate permissions *e.g.* Planning Applications, Fields in Trust, Grade II listing *etc*
- Oversee all stages of development projects, ensuring that all external organisations & contractors undertaking work on council property have provided appropriate documentation, such as annual public liability insurances, certificates of training and competence etc.
- Purchase heritage plaques on the Parish Council's behalf

### Finance & budgetary:

- Follow SPC Financial Regulations at all times, noting especially powers relating to spending limits.
- Make committee budget proposals for inclusion in the forthcoming annual budget including any additional budget for special projects, or previously unforeseen expenditure
- Forward budget requests to the F&GP
- Report to full council on expenditure
- Manage the budget allocated in a responsible and prudent way, ensuring budget limits are adhered to at all times, both for the annual budget and for individual items of spending and bringing the potential for excess costs to the attention of Full council as required.
- Report on expenditure, as required by council and funders (full council at least quarterly, or more often as required).
- Source and apply for external funding for projects
- Ensure all expenditure is best value for money and manage the tendering, contract and purchasing arrangements fully in line with council Financial Regulations
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner



## Appendix 6 – Maintenance:

The Maintenance Committee will have the following specific powers and duties, some of which may be delegated to the Clerk, as appropriate.

### General:

- Review and recommend to full Council the best use and upkeep of the Council's property and resources.
- Structure & facilities maintenance to include but not limited to, buildings and land, heritage structures & plaques, playgrounds and play equipment, street furniture, street lighting, information boards, signs, gates, benches, bins (litter/dog/salt), Stockcross bus shelter, Stockcross red phone box, noticeboards, football pitches
- Environmental maintenance of all areas, including recreation grounds, footpaths and specific highways: litter-picking, removal of fly-tipped rubbish, graffiti, drug & dog waste removal
- Oversee and administer maintenance of council open spaces and physical assets in a safe, responsible and financially prudent way
- Liaise with West Berkshire District Council as required e.g. dog bin emptying, salt bin filling
- Management of trees and vegetation within the parish-owned land in consultation and partnership with other agencies as required and in an efficient manner for the benefit of wildlife, residents and landscape conservation.

### Finance & budgetary:

- Follow SPC Financial Regulations at all times, noting especially powers relating to spending limits.
- Make committee budget proposals for inclusion in the forthcoming annual budget including any additional budget for special projects, or previously unforeseen expenditure
- Forward budget requests to the F&GP
- Report to full council on expenditure
- Manage the budget allocated in a responsible and prudent way, ensuring budget limits are adhered to at all times, both for the annual budget and for individual items of spending and bringing the potential for excess costs to the attention of Full council as required.
- Report on expenditure, as required by council and funders (full council at least quarterly, or more often as required).
- Source and apply for external funding for projects
- Ensure all expenditure is best value for money and manage the tendering, contract and purchasing arrangements fully in line with council Financial Regulations
- Co-operate fully with audit & inspection procedures, addressing shortcomings efficiently and in a timely manner

### Risk management:

- Prepare risk assessments. Review and update these documents annually.
- Ensure that Council open spaces and assets are safe for public use, within limits as expected of a responsible organisation and according to relevant legal requirements making recommendations to full council regarding risk and health and safety, as required
- Ensure that statutory or other safety checks, such as electrical safety, fire extinguisher and *Legionella* water testing, are carried out as required by a suitably qualified contractor.
- Make regular safety checks of council facilities for consideration at committee meetings and with findings recommended to full council, as appropriate.
- Organise safety inspections of play equipment, tree surveys etc as required, considering reports received and taking action as appropriate.



- Inform the F&GP Committee of anything which may affect the levels of insurance cover required, reviewing the schedule of cover annually on renewal specifically for items relating to assets.
- Ensure that suitably qualified contractors are used and that all external organisations & contractors undertaking work on council property have provided appropriate documentation, such as annual public liability insurances, certificates of training and competence etc.

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